EPAC Career Development Subcommittee
June 2023 Written Report

Subcommittee Leadership
Chair 2023: LCDR Michael Simpson – Michael.Simpson@fda.hhs.gov (301) 796-4070
Vice Chair 2023: CDR Chris Fehrman – Christopher.Fehrman@ihs.gov (209) 259-9465

Participation:
Action items are <mark>highlighted</mark> below

Chair/Vice Chair Opening Remarks
- LCDR Simpson to be on paternity leave until the first week of July
  - Congratulations on the birth of your second son, Connor John Simpson, born on June 9, 2023!
- Post-promotion high and lows:
  - For those who were promoted, Congratulations! You worked extremely hard to make your promotion a reality. I hope you make time this season to reflect on and celebrate this accomplishment with friends and family.
    - Please remember that promotion is not just a reward for things done in the past but also an acknowledgement and commitment to provide even greater future leadership and impact to the Corps and our category.
  - For those who were not so fortunate, take some time to decompress. Do something that brings you joy. Then follow-up by reflecting on your career goals. Hopefully, you've already been working a plan this year to improve on your scores and better meet the benchmarks. However, if not, schedule some time with your mentor and develop a plan to do so.
- Highly encourage all CDS members to enter into a formal mentorship agreement that is documented by the Mentoring Subcommittee. CDS will be reaching out to those who are not currently in Mentoring's database to offer assistance with finding a mentor and submitting your application.

Professional Credentials and Advanced Degrees Project (Project Lead: LCDR Tom Peter – Thomas.Peter@fda.hhs.gov)
- Status Update
  - Added CDR Andrew Yang and CDR Josh Sims (non-FDA engineers) to the project team
  - CDR Yang and CDR Sims provided input for several more credentials to be added to the repository. We now have 81 credentials on the list, with information having been populated for 17 of them.
- Challenges/problems/request for feedback
  - Repository is saved as an Excel workbook on my FDA OneDrive. Need better option that non-FDA team members can access so we can all be working from the same file without having to email copies to each other. Perhaps APAN?
- Next scheduled milestone with date
  - Complete draft credentials repository and present during September CDS meeting

Promotion Data Analytics (Project Lead LCDR David Sullivan – David.Sullivan@hhs.gov)

- Status Update
    - PY 2023 survey questions generated and passed up through CDS and EPAC leadership for feedback
- Challenges
    - None at this time
- Next milestone
    - Plan to launch the survey in the coming weeks to align with CPO town hall
    - Upon conclusion of survey in August/September a report will be generated 2-4 weeks after for informing the PY2024 cycle

CPO's Council/Senior Officer Panel (Project Lead: LCDR Mary Millner – Mary.Millner@fda.hhs.gov)
- Status Update:
    - Senior Officer Panel 7 was a success! We had over 80 engineers participate.
    - Senior Officer Panel 8 will be in collaboration with our fellow Applied Public Health PACs
- Challenges/problems/request for feedback
    - Any questions on "Officership across categories", including the topic of "Collaboration and Partnership" that you would like answered during the panel send to mary.millner@fda.hhs.gov
- Next scheduled milestone with date
    - Senior Officer Panel 8: Collaboration and Partnership - Thursday 10/19/2023 @ 1500 ET
    - Planning kickoff meeting will be held the week of 07/24 or 07/31

USPHS Engineer Career Tracks in Federal Agencies (Project Lead LCDR Noah Buikema – Noah_Buikema@nps.gov)
- Status Update
    - CDC Section - No updates
    - FDA Section - Met with CAPT Tara Gooen-Bizak to discuss and incorporate the missing offices; GS information not really needed since positions aren't "equal" across agencies and funding types for those positions vary which is more the driver of the billet level. She will be coordinating with other FDA officers to include those other offices in the FDA section. I will be cc'd to answer any questions with those other officers, and also to update the list of contributors to the document. Liaison review was for the office-specific liaisons for DRH, CDER, and CTP.
    - IHS Section - No updates
    - EPA Section - No updates
    - NPS/USFWS - No updates
- Challenges/problems/request for feedback
    - None right now
- Next scheduled milestone(s) with date(s)
    - FDA Section Language Submissions - July 10, 2023
    - FDA Section Edits and completion - July 14, 2023

- o Final Draft sent to leadership - July 17, 2023

**OBC Open House Representation (Work Group Lead: LCDR Michael Simpson –
Michael.Simpson@fda.hhs.gov)**
- Status Update
    - o June OBC was cancelled =(
- Challenges
    - o OBC enforcing a limit of only one EPAC representative to attend
    - o ==Team is growing but always interested in taking more!==
- Next Milestone: https://dcp.psc.gov/ccmis/training/TRAINING_obcdates_m.aspx
    - o July 20th Open House
    - o August 24th Open House

**Leadership Training Repository (Project Lead LCDR Jake Dyer –
Jacob.Dyer@fda.hhs.gov)**
- Status Update
    - o ==Looking for officers outside of FDA to provide leadership trainings== in your agency
- Challenges
    - o Still waiting for feedback from RDB for the larger database effort
- Next Milestone: TBD

**Update EPAC Welcome Package (Project Co-Leads LT Kayla DeVault & LT Bijay
Tamang – Kayla_DeVaultWendt@nps.gov & Bijay.Tamang@ihs.gov)**
- Status Update
    - o Majority of the final revision comments have been addressed.
- Challenges
    - o None
- Next milestone
    - o Welcome package final revision completed by 07/19

**Engineering Officer Career Development Model (Project Lead LT Andrew Colvin –
Andrew.Colvin@ihs.gov)**
- Link has changed for the posted document on the CDS website:
    - o https://dcp.psc.gov/OSG/engineer/documents/20230302_USPHS_EPAC_Engineer_Officer_CD_Model.pdf

Subcommittee Liaisons
- Awards – CDR Josh Sims (joshua.sims@ihs.gov)
    - o No updates
- Events – LT Yvesna Blaise (yvesna.blaise@fda.hhs.gov)
    - o EPAC General Meeting, July 13th, 1500-1630 EST
    - o ==CPO Town Hall, Thursday, August 10th, 1500-1630 EST==
    - o ==Senior Officer Panel #8, Thursday, October 19th, 1500-1630 EST==

- Information – LCDR Adam Cooke (adam.cooke@fda.hhs.gov) nothing to report
  - <mark>All meeting minutes should be added to EPAC website:</mark>
    - https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
- Mentoring – LCDR Juliane Junes-Harvey (Juliane.Junes-Harvey@ihs.gov)
  - No report received; last month's info is likely still applicable…
  - <mark>Open Recruitment</mark> - If you're interested in the program, go the EPAC Mentoring website and fill out the intake questionnaire. If you have a mentor/mentee in mind, fill out the contract. Submit to 'epac.mentoring@gmail.com'. Link to EPAC Mentoring: https://dcp.psc.gov/OSG/engineer/cd_mentoring.aspx. Don't miss out on the early year setup of being a mentor/mentee.
  - <mark>Mid-Year Check-In's</mark> – Required mid-year check in's with mentors/mentees is fast approaching. Don't forget to check in with each other.
  - <mark>Mentors Needed</mark> – If interested, visit the EPAC Mentoring website OR contact Email CDR Thakur (Nikhil.Thakur@fda.hhs.gov) and LCDR Junes-Harvey (juliane.junes-harvey@ihs.gov) directly.
  - <mark>Volunteers Needed</mark> – Looking for a couple of backup programmers for Microsoft Access and general volunteers to tackle tasks for the subcommittee. Email CDR Thakur (Nikhil.Thakur@fda.hhs.gov) and LCDR Junes-Harvey (juliane.junes-harvey@ihs.gov) directly if interested.
- PHEP – LCDR Jake Dyer (jacob.dyer@fda.hhs.gov)
  - No report received
- Readiness – CDR Travis Spaeth (travis.spaeth@becq.gov.mp)
  - No report received
- Recruitment and Retention – LCDR Michael Gu (michael.gu@fda.hhs.gov)
  - No report received.
- Rules – LCDR Mary Millner (mary.millner@fda.hhs.gov)
  - Application period for new EPAC Voting Members closed June 30th
  - In the process of formalizing the submission and review process for EIFs. More info to come soon.

General Discussion & Questions

- N/A – written meeting report

New Business and Closing Remarks

- Any ideas for new Career Development projects or initiatives? Please reach out to CDRs Fehrman and Simpson.
- Meeting minutes will be uploaded to the following website: https://dcp.psc.gov/OSG/engineer/cd_admin.aspx
- Please review meeting minutes as <mark>highlighted items</mark> are action items requested to be completed prior to next meeting
- <mark>Next call will be Monday, July 24th 3:00pm-4:00pm ET</mark>
- <mark>CDS Project Team Leads and Liaisons to submit your updates by COB 7/21</mark>
- Forward to anyone you may think is interested

zoom

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Participants